

## **HOUSING DEVELOPMENT MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Housing Development Manager classification exists is to develop, implement and promote affordable housing programs and policies for the Scottsdale community in the Citizen and Neighborhood Resources Department. This classification manages affordable housing program and the housing rehabilitation program section. Work is performed under general direction by the Neighborhood Services and Preservation Director. The Housing Development Manager is distinguished from the Housing Rehabilitation Coordinator by planning, developing and managing the activities of the entire work section.

### **ESSENTIAL FUNCTIONS**

Gathers data and performs extensive research on affordable housing needs in Scottsdale; analyzes difficult, multi-faceted policy issues, and makes appropriate policy recommendations to city management and the City Council. Serves as a project manager for both small and large affordable housing development, preservation and rehabilitation activities from inception to implementation, including both single family and multi-family developments.

Communicates with a variety of citizens, neighborhood groups, funding agencies, private and non-profit housing development groups, and other housing industry professionals. Develops an effective working relationship with other city departments on key projects, including planning, economic vitality, intergovernmental relations, financial services, the city manager's office. Staff internal and external committees and makes detailed presentations to various commissions and groups.

Recommends development of and updates an affordable housing strategy and implements short and long term plans. Promotes affordable single family housing opportunities by working with various community agencies. Develops and administers surveys. Assists and interacts with the Housing Board on a regular basis.

Works with private lenders, the Department of Commerce, the Mayor and Council and the Citizen's Bond and Budget Review Committee to identify new and existing resources that support affordable housing opportunities, consistent with adopted community expectations.

Acts as a liaison with federal, state, regional, and private resources in support of home ownership and multi-family rental development. Serves on local and regional policy planning and implementation committees related to housing and homelessness. Tracks federal and state legislation.

Coordinates the preparation of detailed annual reports, marketing materials, internet communications, and newsletters. Works closely with the local media to express a consistent message regarding Scottsdale's ongoing housing initiatives.

Regular consistent attendance and punctuality are essential functions.

Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Federal, state, and private resources that support home ownership and multi-family rental communities.

Ability to:

Work with developers, neighborhood groups, community groups and private lenders.

Develop, implement, and market strategies.

Produce oral and written reports with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Develop and make effective presentations to a variety of commissions and groups.

Perform research and analyze difficult multi-faceted policy issues.

Handle projects from inception to implementation.

Operate a variety of standard office equipment using continuous and repetitive arm, hand and eye movement.

### **Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Public Administration, Urban Planning or a related field and a minimum of three to five years experience in housing development, preferably in the public sector.

FLSA Status: Exempt

HR Ordinance Status: Unclassified